

## CHECKLIST FOR MONITORING MEETING

- Student questioning report
- Teacher questioning report
- Minutes of Local Meetings (one /quarter)
- Documents of public procurement
- Time sheets and Joint declarations
- Travel documents
- Course confirmation letter original)
- Report on implementation of Sustainability Plan: awareness raising, dissemination, sustainability and exploitation of the project results (i.e. planned employability of students, meetings with stakeholders and businesses, agreements with business companies, etc.)
- Institutional information on the project website at: <http://iesed.esy.es/project-media/>
- Missing Quarterly reports
- Budget report